

SEARCH FOR EMPLOYEE NAME

Select Update Templates from the side panel as shown below

Lawson portal - Home - Microsoft Internet Explorer

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Update Templates

LAWSON™

Done Local intranet

The list of employees appears alphabetically.

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Last Name	First Name
ABRAMS	MELISSA
ADAMS	PAPA
ADEMOVIC	EMINA
AHLM	SARAH
AIMONE	KYLA
AJAYI	ADEDAPO
AKEREDOLU	OMODELE
ALBRECHT	SHERI
ALDAS	NILDA
ALLEN	PHILLIP
AMORUSO	MARIA
ANTISDEL	JEANNE

Done Local intranet

Click on any employee and a FILTER appears on the left. Type in the name of the employee in ALL CAPS that you are searching for and click on FILTER.

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Home Portal...

NAME SEARCH

Company [1000]

Last Name [FUNG]

First Name

Middle Init

Employee

Gmlabdist

Filter

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Last Name	First Name
ABRAMS	MELISSA
ADAMS	PAPA
ADEMOVIC	EMINA
AHLM	SARAH
AIMONE	KYLA
AJAYI	ADEDAPO
AKEREDOLU	OMODELE
ALBRECHT	SHERI
ALDAS	NILDA
ALLEN	PHILLIP
AMORUSO	MARIA
ANTISDEL	JEANNE

Employee	Employee.last Name	Effect Date	Activity	Acct Unit	Account	End Date	Gm Salary Pct	Effort Pct
23725	ABRAMS	01/01/2007	942920	100002	31000	08/31/2008	100.000000	100.000000

Error on page.

Local intranet

For example, if you typed in SMITH as the last name, all employees with the last name of SMITH and a template would show on the list below.

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Home Portal...

NAME SEARCH

Company 1000

Last Name FUNG

First Name

Middle Init

Employee

Gmlabdist

Filter

Last Name	First Name
FUNG	ELIZABETH

Employee	Employee.last Name	Effect Date	Activity	Acct Unit	Account	End Date	Gm Salary Pct	Effort Pct
23725	ABRAMS	01.01/2007	942920	100002	31000	08/31/2008	100.000000	100.000000

Error on page. Local intranet

The employee or multiple employees with the same last name then appear. You need to click on the employee name and their template information will appear below. You may then select the template to make changes.

Lawson portal - Portal Page - Microsoft Internet Explorer

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Home Portal...

NAME SEARCH

Company 1000

Last Name FUNG

First Name

Middle Init

Employee

Gmlabdist

Filter

Last Name First Name

FUNG ELIZABETH

Employee	Employee.Last Name	Effect Date	Activity	Acct Unit	Account	End Date	Gm Salary Pct	Effort Pct
10024	FUNG	01/01/2007		101507	50000	08/31/2008	85.000000	85.000000
10024	FUNG	01/01/2007	910518	100002	31000	05/30/2008	15.000000	15.000000

Error on page.

Local intranet

You will need to type in the Employee number and then hit Inquire and then Next at the top of the screen. The template will then appear and is ready for editing. Don't forget to hit Add or Change after making edits or they will not be saved!!!

The screenshot shows the Lawson Portal Page in a Microsoft Internet Explorer browser window. The page title is "Lawson portal - Portal Page - Microsoft Internet Explorer". The address bar shows "http://172.25.2.39:85/lawson/portal/". The page header includes the Lawson logo and "Portal Page". A welcome message reads "Welcome, Melissa Gentile - You have been demoted to PROD81".

Navigation buttons at the top include "Close", "Add", "Change", "Inquire", "Next", "Previous", "PageDown", "PageUp", and "Delete".

Employee information is displayed as follows:

- HR Company: 1000
- Employee: 10024 FUNG, ELIZABETH H.
- Effective: 01/01/2007

A red instruction reads: "In FC, Select A to add a new fund and select C to change a percentage".

The main table displays fund allocations with the following columns: FC, Ln, Fund Number, Acct, Co, Cost Center Account, End Date, -Percentage- Salary, and Effort.

FC	Ln	Fund Number	Acct	Co	Cost Center Account	End Date	-Percentage- Salary	Effort
<input type="checkbox"/>	2			1000	101507	08/31/2008	85.00	85.00
HEMOPHILIA FACTOR								
<input type="checkbox"/>	3	910518	99016	1000	100002	05/30/2008	15.00	15.00
MCHB COMPLICATIONSofHEMOPHILIA BALANCE SHEET-CMH TEMP REST								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

At the bottom of the table, a red box contains the text "Inquiry Complete". To the right, "Grand Totals" are shown as 100.00 for Salary and 100.00 for Effort. A red instruction reads: "These totals MUST equal 100%".